

North Tyneside Council

Report to Cabinet

Date: 17 October 2016

ITEM 7(a)

Tender for the supply of
Cleaning Materials

Portfolio(s): Children, Young People and Learning

Cabinet Member(s): Cllr Ray Glendon

Report from Service Area: Commissioning and Investment

Responsible Officer: Mark Longstaff, Head of Commissioning and Investment (Tel: (0191) 6438089)

Wards affected: All

PART 1

1.1 Executive Summary:

The purpose of this report is to seek approval to carry out a tendering exercise for the supply of cleaning materials to North Tyneside Council.

In accordance with the Authority's Standing Orders this report requests approval to proceed with a procurement exercise as the estimated potential total cost to be procured will exceed £500,000.

1.2 Recommendation(s):

It is recommended that Cabinet authorise the Head of Commissioning and Investment In consultation with the Head of Law and Governance, the Head of Finance and the Cabinet Member for Finance and resources, to undertake a procurement exercise for the provision of Cleaning Materials and award contracts to those providers whose tenders are the most economically advantageous to the Authority.

1.3 Forward Plan:

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on 15th September 2016.

1.4 Council Plan and Policy Framework

This report relates to the following priority in the 2014/18 Our North Tyneside Plan

Plan Theme – Our Places

Our places will provide a clean, green, healthy, attractive and safe environment.

1.5 Information:

The Authority currently has a contract in place for the provision of cleaning materials. The current contract will expire on 31 December 2016. Following discussions within cleaning services and advice and support from procurement services a procurement exercise needs to be carried out to secure a new contract for the supply of cleaning materials for use in over 82 of the Authority buildings/sites.

It is proposed that a 3 year contract will be put in place (with the option to extend for an additional 1 year – giving a total of 4 years) with one supplier. A procurement exercise to comply with European Legislation is recommended to establish that the Authority secures service delivery, maximises opportunities from the market and secures best value for money in relation to the cleaning materials.

1.6 Decision options:

The following decision options are available for consideration by Cabinet

Option 1

Cabinet approval is not given.

This will mean that the Authority will not be able to enter into a new arrangement with effect from January 2017 and delivery of cleaning services may be affected.

Option 2

Cabinet approval is given.

A procurement exercise will commence immediately to ensure the Authority is ready to award new contracts to start upon expiry of the existing contracts. This will ensure continuity of service provision and increase opportunities to secure better value from the market.

Option 2 is the recommended option.

1.7 Reasons for recommended option:

Option 2 is recommended for the following reasons to ensure continuity of service provision and increase opportunities to secure better value from the market.

1.8 Appendices:

The report contains no appendices.

1.9 Contact officers:

The names, titles and contact numbers of the key officer who has contributed to the report and other relevant officers should be set out here in the following format:

Mark Longstaff,	Head of Commissioning and Investment	643 8089
Barbara Patterson,	Senior Manager Facilities and Fair Access	643 8340
Paul Suttie,	Food Standards Manager	643 8344
Alison Campbell	Senior Business partner	643 7038

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

- (1) [Contract Standing Orders](#) – North Tyneside Council website

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

There is provision for the purchase of these goods in the Authority's cleaning service revenue budget and in the revenue budgets of the individual services, mainly in the Environment, Housing & Leisure Service, who use the same contract.

2.2 Legal

Given that the value of the contract exceeds the threshold of £500,000 this procurement exercise requires Cabinet approval.

Any procurement process will be undertaken in accordance within the Authority's Contract Standing Orders, EU, and UK public procurement legislation.

Any award will be placed on obtaining best value for money

2.3 Consultation/community engagement

2.3.1 Internal Consultation with cleaning services lead Officer.

2.3.2 External Consultation/Engagement with Engie Procurement Category manager

2.4 Human rights

There are no human rights implications arising from this report.

2.5 Equalities and diversity

There are no equalities and diversity implications arising from this report.

2.6 Risk management

There are no specific risks arising from this report. Health & Safety will be considered as part of the procurement exercise.

2.7 Crime and disorder

There are no crime and disorder implications arising from this report.

2.8 Environment and sustainability

Specific details will be sought in the tender exercise to establish bidders Environmental & Sustainability practices and policies

PART 3 - SIGN OFF

- Deputy Chief Executive X
- Head(s) of Service X
- Mayor/Cabinet Member(s) X
- Chief Finance Officer X
- Monitoring Officer X
- Head of Corporate Strategy X